



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

2-75

STATE
ARCHIVES AND RECORDS COMMISSION
COMMONWEALTH OF KENTUCKY

RETENTION AND DISPOSAL SCHEDULE
GENERAL AGREEMENTS

Schedule for:

KENTUCKY STATE FAIR BOARD

Agency

Division

Date Approved 2/10/77 No. of Schedule II

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORDS TYPES AS SHOWN
BELOW AND BELIEVE THAT THE DISPOSITION AS RECOMMENDED ON THIS SCHEDULE IS THE PROPER ONE

Wayne Abraham
Agency Records Officer

Ralph E. Drake
Assistant State Records
Administrator

Louis Bellard
Assistant State Archivist

Robert F. Braun

MY STAFF HAVING CHECKED THE RECORDS TYPES LISTED IN THIS SCHEDULE FOR STATE
AUDITING REQUIREMENTS, THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

Robert F. Stephens
Attorney General

11/23/76
Date

George H. Hester
Auditor of Public Accounts

-APPROVALS

John A. ...
Agency Head and Title

Division of Archives
and Records Howard J. Hoodgatch
Director

Archives and
Records Commission Barbara M. Williams
Chairman

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Tourism, Arts and Heritage Cabinet
Fair Board

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
03313	Parking Garage Tickets Change Date: 12/8/1988	Received from the customer as they leave the parking garages. The cashier takes the ticket and checks for validation (input on computer). At the end of the shift, the cashier has a balance sheet (shift summary) that notes the transactions of the parking tickets. These must balance. Tickets are then deposited with the transaction sheet and the cash received into the safe until the next day. The next day, they are picked up the Box office manager or an assistant and brought over to the main office at Commonwealth Convention Center. The tickets are separated for billing purposes (stores that use the parking facility get discounts, and are billed at the end of each month - example Hyatt Regency Hotel). The computer figures the charge and type of validation of ticket. It is electronically computed on tape - the transactional activity of the ticket. (The computer is analogous with an electronic cash register. It has no disk or computer tape.	Date, In-Time, Out-Time, Charge	Agency: 3 months	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Fair Board
Administrative

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
01092	Sales Tax Reports			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
01093	Parking Report File Change Date: 9/9/1993	This series documents each automobile that enters the parking area for events at the Kentucky Fair and Exposition Center, and the validation of a refund for the parking fee when the driver of the car enters the area to drop off a guest(s). The driver is permitted thirty minutes after entering the grounds to exit and receive a refund. Tickets are counted for the autos entering, parking, and leaving. A parking refund ticket must be validated in order for the patron to have his money returned. These tickets are audited as soon as possible following each parking event.	Treadle count; Parking money recap sheet; Credit tickets; Verification report	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
01095	Box Office Statement (Settlement Statement)			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
01096	Monthly Report of Concessions and Dining Room			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
04329	Admission Books/Tickets, Coupons, Drop Count and Deadwood Tickets Change Date: 9/9/1993	This series documents and validates the ticket count, sales and attendance to events held at the Kentucky Fair and Exposition Center. Coupons may be circulated for discounts on admission fees, and are usually displayed with the advertising and promoting of events. They may be found in the newspapers or on McDonald's drinking cups. Drop count tickets are those torn in half with the patron keeping half of the ticket and the ticket counter keeping the other half. Deadwood tickets are those not sold. Admission books and tickets are purchased for State Fair events, horse shows, etc. The tickets and ticket groups are internally audited following the State Fair. Tickets are dated with the dollar value printed on them. They are void after the fair. The circus has their own auditors, as with many events on the Ticket Master computer system and leased events, such as concerts. Fair Board auditors verify ticket count with attendance before signing settlement sheets.	State Fair events--Ticket Number, Date of event, Dollar Value, Name of event	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Fair Board
Executive Director

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01090	Critique Reports of Shows and Fairs			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Fair Board
Expositions

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01100	Box Section Lists			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
01101	Entry Tags			Agency: 1	Records Center:	Archives Center:
				Destroy when obsolete		
01102	Judging Books			Agency: 3	Records Center:	Archives Center:
				Destroy		
01103	Entry File Change Date: 9/9/1993	This series documents the entries to exhibits sponsored by the Kentucky State Fair, North American International Livestock Exposition (NAILE), and the National Farm Machinery Show and Tractor Pull. Forms are completed by the exhibitors to enter items or animals in the 27 competitive departments of the Kentucky State Fair Board events. Fees are collected and indicated paid on the entry form.	Name, address, date, fee paid, type of competition, type of livestock (small, general, 4-H, FFA, etc.), correspondence	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
04330	Judging Results File Change Date: 9/9/1993	This series documents all items or animals entered in the Kentucky State Fair. The results of the judging are marked and recorded, then signed by the appropriate judge. Judges are contracted through a committee of the Fair Board.	Department, Section, Class, Entry Number, Name of entrant, Judging results	Agency: 3	Records Center:	Archives Center:
				Destroy		
01097	County Fair Promotion Folder			Agency: P	Records Center:	Archives Center:
				Retain in Agency		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Fair Board
Operations and Booking

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
01104	Construction Files			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01105	Commitment Books			Agency: P	Records Center:	Archives Center:
				Retain in agency		
01106	Lease Agreement with Facility User Change Date: 9/9/1993 (V)	This series documents an agreement between the Fair Board and a lessee for an event on the Fair Grounds or in the Kentucky Fair and Exposition Center. It will document the terms of the agreement, date of event, and special needs or equipment of the event. The agreement may be for a one-year period of time or may be multi-year, such as a concert or circus, respectively.	Agreement; Correspondence; Event Work Orders; Occupation Report; Settlement Statements	Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
01107	Maintenance Work Schedules and Inspection Reports			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
01108	Electrical Order Form			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
01109	Equipment Order Form			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
01110	Litigation Files - Board of Claims Cases			Agency: I	Records Center:	Archives Center:
				Destroy five years after close of case		
01111	Police and Accident Reports			Agency: 3	Records Center:	Archives Center:
				Destroy		

STATE AGENCY RECORDS RETENTION SCHEDULE

Tourism, Arts and Heritage Cabinet
Fair Board
Operations and Booking

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
01112	Ticket Sales Slips			Agency: 1	Records Center:	Archives Center:
				Destroy		
